

COURT ADMINISTRATIVE SERVICES MANAGER

DEFINITION

Under general direction, plans, directs and organizes the budget, contract administration, procurement and other administrative services for the Court; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This one position class is responsible for several centralized court-wide functions and establishes procedures for related functions within the court districts.

ESSENTIAL FUNCTIONS

1. Prepares court budget documents and supporting materials; monitors expenses and revenues; reviews, analyzes and justifies existing program expansion or new programs; prepares revenue claims; interacts with AOC Judicial Counsel staff regarding budget preparation and reports; responds to Judicial Council surveys on legislative and budget issues.
2. Develops requests for services proposals; evaluates contract proposals; coordinates with vendors on contractual issues; monitors billing and compliance with service levels; conducts audits of providers' services; reviews and analyzes justification for new and expanded programs and/or contracts.
3. Reviews and authorizes work orders, requisitions, and purchase orders; coordinates with County and State management staff.
4. Reviews federal, State, local codes and court rules, regulations and directives established for providing a variety of court programs; analyzes proposed legislation.
5. Develops policies and procedures for control and coordination of County-wide jury activities, services available to jurors and related programs; develops and directs systems and procedures to maintain and improve effective jury management.

6. Supervises and directs supervisory and clerical staff; develops goals and objectives for the work unit consistent with court policies; develops standards against which to evaluate performance.
7. Prepares executive level reports, correspondence and presentations; interacts with judicial officers, elected officials, County executives, State court officials, criminal justice agencies, local bar associations and community groups to accomplish goals and objectives.
8. Prepares and reviews grant proposals for various programs and projects within the Court; interfaces with other governmental agencies' personnel regarding requirements for obtaining funds and monitoring procedures.
9. Serves on committees and task forces within the Court and with local and state agencies and organizations.
10. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in public, business or criminal justice administration or closely related field and five years of increasingly responsible professional level analytical experience, including supervisory responsibilities or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Knowledge of

Principles of public administration and management; methods of effective problem and systems analysis; Judicial Counsel budget processes and requirements; jury operations in the State of California; principles of cost/benefit analysis, accounting, budget preparation, purchasing, planning, personnel administration and supervision; office methods and procedures; role of judges in the administration of court policy; functions and operations of a Superior Court; management information systems; data collection, analysis and display; statistical analysis; report writing techniques.

Ability to

Direct a variety of services functions, such as budget and jury management; deal with sensitive and confidential issues requiring the use of tact and diplomacy; establish and maintain effective public and interpersonal relations; plan and coordinate multi-disciplinary work efforts; work with minimal direction and under strict time constraints; analyze complex problems and logically identify solutions; establish and maintain effective working relations with persons of professional status, both individually and in groups or committee situations; communicate effectively, both orally and in writing; schedule, assign and review the work of others; conduct and facilitate meetings.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00